



COLORADO DEPARTMENT OF HEALTH CARE POLICY & FINANCING

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John W. Hickenlooper, Governor • Susan E. Birch MBA, BSN, RN, Executive Director

TO: Community Centered Board Executive Directors
Community Centered Board Case Management Directors
Provider Agency Directors
Stakeholders

FROM: Lauren Stanislao, Case Management Training Coordinator

DATE: October 15, 2014

SUBJECT: COMMUNICATION BRIEF
Scope and Responsibilities of Authorized Representative

Purpose:

To inform of the scope and responsibilities of Authorized Representatives for persons receiving services through the Home and Community Based Services for Persons with Developmental Disabilities (HCBS-DD) Waiver and the Home and Community Based Services-Supported Living Services (HCBS-SLS) Waiver, and inform stakeholders that the Division for Intellectual and Developmental Disabilities' (the Division) is revising regulations regarding Authorized Representative.

Background:

Authorized Representative, as defined in the Colorado Revised Statutes, Section 25.5-10-202, "means a person designated by the person receiving services, or by the parent or guardian of the person receiving services, if appropriate, to assist the person receiving services in acquiring or utilizing services or supports pursuant to this article. The extent of the Authorized Representative's involvement shall be determined upon designation."

Code of Colorado Regulations, 2505-10, 8.604.4, states that designation of the Authorized Representative shall be in writing and shall specify the extent of the Authorized Representative's involvement in assisting the person receiving services in acquiring or utilizing services or supports available and in protecting their rights. The person receiving services may withdraw their designation of an Authorized Representative at any time.

Procedure or Information:

The designation of Authorized Representative is a choice of the person receiving services, parent, or guardian. The Authorized Representative assists the person receiving services with accessing and utilizing services and supports. A written designation of Authorized Representative must be provided to Community Centered Boards and this written designation must describe the extent of the Authorized Representative's involvement in assisting the person receiving services with accessing and utilizing services and supports. The extent of involvement of an Authorized Representative may include:

- Involvement with Interdisciplinary Team (IDT)
- Receipt of Individual Service Plan (ISP)
- Receipt of Individual Service and Supports Plan (ISSP)
- Notification of allegations of Mistreatment, Abuse, Neglect, or Exploitation
- Notification of Emergency Control Procedures
- Notification of a Rights Suspension
- Notification of discharge from services
- Notification of change in residential placement
- Participation in Supports Intensity Scale (SIS) Assessment
- May request a Support Level Review

Confidential information may only be released to an Authorized Representative when access to confidential information has been specified in the written designation of Authorized Representative or a release of confidential information agreement has been signed by the person receiving services, parent, or guardian.

The Division is in the process of reviewing and revising rules regarding Authorized Representatives. Stakeholders will be invited to participate in the development process, written comments and recommendations are invited and encouraged. Please submit all written comments via 1st class mail to:

The Division for Intellectual and Developmental Disabilities, c/o Lauren Stanislao,
1570 Grant Street
Denver, Colorado 80203

Submission of written comments via electronic mail:

Lauren.Stanislao@state.co.us

More information regarding the revision of these rules will be provided in future communications.

Contact Person:

Lauren Stanislao, Case Management Training Coordinator

Contact Information:

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